

**California Historical Records Advisory Board
Meeting Minutes
February 21-22, 2007**

Location: Rivera Library, University of California-Riverside, Riverside, CA

Members Present: Gary Brutsch, Christine Figueroa, Pauline Grenbeaux, Jim Henley, Jim Hofer, Waverly Lowell, Laren Metzger, Chuck Wilson, Jennifer Martinez Wormser, Nancy Zimmerman

Members Absent: Gary Kurutz, Charles Palm

The meeting was called to order by State Coordinator Nancy Zimmerman at 10:37 a.m.

Approval of Minutes

A motion was made by Jim Hofer and seconded by Jim Henley to approve the minutes of the board's teleconference meeting on November 28, 2006. The motion passed unanimously.

Bylaws Change

The board considered the proposed amendment to the bylaws relating to terms of membership. A motion was made by Gary B. and seconded by Pauline to approve the amendment as proposed. The motion passed unanimously.

Board Membership

Nancy discussed the recent resignation of Leslie Masunaga as the local government records representative on the board. She indicated that she had asked Jim Hofer, newly appointed as the Archivist/Records Manager for Riverside County, to assume this position. Jim had agreed to do so. A motion was made by Gary B. and seconded by Pauline to confirm this appointment. This motion passed unanimously. A discussion then ensued regarding the at-large position vacancy created by Jim Hofer's acceptance of the local government records position. Nancy noted that all the candidates that had submitted information regarding this vacancy were experienced and capable people. After due consideration, she had decided to appoint Gabriele Carey, chief consultant with History Associates Inc. A motion was made by Waverly and seconded by Jim Hofer to approve this appointment. Chuck raised the issue of whether appointing Gabriele to the board would dilute the pool of consultants available to work on projects funded by the board's Regrant Project. By a consensus of the board, the tape recording was stopped at 10:48 and an off the record discussion ensued about this issue, in particular, the board's responsibility to the Regrant Project awardees and to expand the list of consultants generally. The motion was passed (aye – 6, no – 3, abstain – 1). The tape was restarted at 11:10.

As a follow up to this discussion, a motion was made by Gary B. and seconded by Pauline urging the board to take an affirmative role in expanding the list of consultants. The motion passed unanimously.

Reports from State Agencies

Nancy referred the members to her report on the State Archives that was distributed in advance. She highlighted several items, including meeting with the new Secretary of State Debra Bowen, the hiring of two new archivists, the progress of the processing backlog project, and the Archives' participation in the State Historical Collections Planning Grant Project. In addition, she noted that Blaine Lamb had recently left the Archives for a position at the Department of Parks and Recreation.

Pauline announced her retirement from state service after many years at the Department of Parks and Recreation. She indicated that Wendy Franklin would likely be her replacement on the board.

Although no one was available to talk about recent activities at the State Library, Nancy noted that she is working closely with the State Librarian on digital records preservation. Nancy also invited other board members to report about their organizations and indicated that this would become a regular part of future board meetings. Jennifer mentioned that the Society of California Archivists would hold its annual meeting this year in Long Beach in May.

Recognition of Pauline Grenbeaux

Nancy presented Pauline with a certificate of recognition on behalf of the board and the Secretary of State for her dedicated service since 1993.

Board Projects

Laren provided an update about the board's two NHPRC-funded projects. Funding for this meeting will come out of 2006 Administrative Support project monies. The board has received \$7500 in funding from NHPRC to support board meetings and activities for 2007.

Checks have finally been mailed out to organizations that received approval of their applications for the first cycle of the Regrant Project. These projects will begin on March 1, 2007.

Applications funded from the second cycle for the Regrant Project will begin on April 1, 2007. The one-day basic archives workshops continue to be offered around the state. Laren has taken over the responsibility of teaching the workshops. The next workshop is scheduled for Friday, February 23rd at the Riverside Public Library. Future workshops will be offered in Fresno, San Diego, Long Beach, Santa Barbara, South Lake Tahoe, Chico, and the San Francisco Bay area.

Archivist Award of Excellence

The board discussed the nomination submitted on behalf of Sharon Pellegrino of the Oral History Program at California State University, Fullerton. Several members noted that the type of work mentioned in the nomination was largely technical and routine in nature and did not rise to the level of work carried out by previous awardees. There was a general consensus that the information soliciting nominations for the award does not provide standards on which to evaluate

the work of a nominee. The board agreed to develop standards for the award and to provide summary information about prior awardees for distribution via the State Archives' web site.

The board recessed for lunch at 12:15. Gary B. left the meeting at this point.

Following lunch, the board received tours of the California Museum of Photography and the Local History Resource Center at the Riverside Public Library.

The board reconvened at 10:08 a.m. on February 22, 2007.

At the suggestion of Nancy, the board decided to evaluate grant applications submitted for the second cycle of the Regrant Project before proceeding to other agenda items.

Regrant Project Applications

By general consensus, the board agreed to fund the following applications: El Dorado County Historical Museum, Santa Clara County Archives, Solano County Archives, and the Autry National Center.

By general consensus, the board agreed to reject the following applications: Boys and Girls Club of Greater San Diego, Mission Viejo Library, City of Auburn, and Lake County Historic Courthouse Museum.

The remaining applications were discussed in some detail with the following results:

F.W. Olin Library, Mills College

There is a concern that the library is asking for grant funds to pay for the salary of an existing staff member. Although the collection needs rehousing and further organizing, the applicant has failed to make a case for urgency. There are more hours allocated for creating finding aids than for arranging the records, which seems peculiar. The overall plan of work is not comprehensive and lacks, for example, a timetable. In addition, there were no letters of support provided in the application. The project archivist seems to lack professional training and the rate of compensation for this position seems a bit high. Overall, there are too many issues and gaps in this proposal. The board voted to reject the application.

Tomales Regional History Center

There is a concern about the number of hours the consultant will be used on the project. A collection survey is needed first and then a needs assessment. There is insufficient information about the collections to properly evaluate the budget. The records are significant and the volunteer contributions to the project are substantial. Although there are problems with the plan of work, the general concept is sound and the applicant makes a persuasive case for the significance of the records. The board voted to fully fund the application.

As project funds remained after a full deliberation of applications submitted for the second cycle, the board reviewed applications that were presented at the first grant cycle that had been recommended for resubmission. This discussion resulted in a decision to award funding to the City Clerk's Office, City of Eureka, and the Ontario Museum of History and Art contingent upon these applicants providing a letter that addresses the key issues raised during the review of their projects in October 2006.

The remaining project funds were dispersed as follows: an additional \$1000 to the El Dorado County Historical Museum; an additional \$1000 to the Santa Clara County Archives; and an additional \$73 to the Solano County Archives.

A motion was made by Pauline and seconded by Jennifer to approve all funding decisions. The motion passed unanimously.

Archivist Award of Excellence (continued)

A motion was made by Chuck and seconded by Jim Hofer to table consideration of this nomination until the board has established standards for the award. Several members expressed the view that the board needed to act on the current nomination irrespective of the issue of standards. By voice vote, the motion was defeated.

A motion was then made by Chuck and seconded by Laren to approve the nomination of Sharon Pellegrino. The motion was defeated. (aye – 1, no – 7, abstain – 1).

A motion was made by Jennifer and seconded by Chuck to send a letter of commendation to Ms. Pellegrino and the nominator recognizing her good works and initiative in preserving oral history collections. The motion passed unanimously.

A motion was made by Jim Henley and seconded by Chuck to establish a task force to develop standards for the award. The task force will report its findings to the full board at the next meeting to be held in June 2007. Waverly and Christine agreed to serve on the task force. Laren indicated he would ask Gary Kurutz to serve on the task force as well. The motion passed unanimously.

A motion to amend the previous motion relating to the task force was made by Waverly and seconded by Chuck. This motion would direct the task force members to also examine standards for another award to be offered by the board. The motion passed unanimously. Waverly noted that there is a difference between an "archivist award" and an "archives award".

Archives Month

The board discussed its role in Archives Month for 2007. In particular, the board expressed interest in developing a web site that would provide various kinds of information and resources for repositories around the state. A consensus emerged to expend the NHPRC funds that will remain after covering the costs of board meetings on hiring a consultant to create the web site. The web site resources might include a downloadable poster, a press kit for working with local

media outlets, a list of potential Archives Month events, and related information. Nancy suggested that the poster might follow the concept being adopted by the State Archives for its exhibit at this year's state fair, which will feature documents and design relating to a "California Road Trip" theme. She also noted that while the State Archives has taken the lead in the past in developing a poster, other repositories in the state should be involved as well. Several members noted that the Automobile Association of America might be willing to sponsor a poster that featured a road trip design.

Jennifer volunteered to act as the coordinator for receiving input from the members about content for the web site. It was suggested that Wendy Franklin (assuming she is appointed to replace Pauline) and Gary Kurutz could assist Jennifer. Jennifer noted that SCA could host the web site.

Next Meeting

After reviewing their schedules, the members agreed to hold their next meeting on Monday, June 11, 2007 in Sacramento at the Office of the Secretary of State.

At 1:50 p.m., Nancy asked for an adjournment. A motion was made by Chuck and seconded by Waverly to approve this request. The motion passed unanimously.